

## Administrative Memo

**Date:** December 9, 2021  
**To:** School Administrators  
**From:** Caysie Turner, Virtual Learning Administrator  
**Subject:** QS-21-013 – Missouri Course Access and Virtual School Program (MOCAP) Application Numbers

Local education agencies (LEAs) are required to submit the number of MOCAP applications received as well as the number of approved and denied MOCAP applications to the Department of Elementary and Secondary Education in accordance with [5 CSR 20-100.230](#) – Virtual Instruction Program. Click [here](#) to access the online form LEAs should use to submit the required information for the fall 2021 semester. Please complete the form by Wednesday, December 22, 2021. All LEAs are required to submit the information each semester, even if they did not receive any MOCAP applications.

If you have any questions or need additional information, please contact the Educational Support Services team at [DESE.MOCAP@dese.mo.gov](mailto:DESE.MOCAP@dese.mo.gov) or 573-751-2453.